



Instructions for Preparing a Letter of Transfer for a Business Name Registration (DBA)

This guide sheet is intended to provide you with information to be included in the letter of transfer. We stress that this information is not intended to substitute for nor replace the advice of legal counsel. The Division of Corporations and Commercial Code (“Division”) does require a letter of transfer prepared by the old applicant(s) / owner(s). This letter must state from whom the business name is being assigned, listing the name of the old applicant(s) /owner(s) assigning the business name registration to the new applicant(s) / owner(s). If a letter of transfer cannot be created, a copy of a bill of sale is sufficient. The letter of transfer or copy of the bill of sale must be filed along with the amended business name registration form which is completed by the new applicant(s) / owner(s).

The letter of transfer must include the following:

- 1) Statement requesting the Division transfer the Business Name from the old applicant to the new applicant. The statement must include the new applicant’s name.
- 2) Address of the business.
- 3) The Business Name (s) or person(s) name who is listed on the Division of Corporations records as being the old applicant(s) / owner(s).
- 4) If a business is listed as the old applicant, the name of the person authorized to sign on behalf of the business and the title or position this person holds within the business structure.
- 5) Correct Business Name Registration (DBA name) which is being transferred.
- 6) Signature(s) of the old applicant(s) / owner(s).
- 7) The letter of transfer must accompany the amended dba form which is completed by the new applicant with signature.

Where to file: You may file in person, by mail or fax.

FREE! You may visit our Web Site for this document and to access other information.

Mail In: S.M. Box 146705
Salt Lake City, Utah 84114-6705
Walk In: 160 East 300 South, Main Floor
Corporation’s Information Center: (801) 530-4849
Toll Free Number: 877-526-3994 (Utah Residents)
Fax Number: (801) 530-6438
Web Site: <http://www.commerce.utah.gov>